2018 Michigan Traffic Safety Summit Pricing:

- If registered BY February 26: $95
- If registered AFTER February 26: $135

To register as a participant:

- Go to http://www.train.org
- Click on "Classic Train" on the top of the page
- Enter login name and password then select the *Login* button
- At the top right corner, in the "Keyword or Course ID" box enter course number **1073634** for the Michigan Traffic Safety Summit
- Select the *2018 Michigan Traffic Safety Summit*
- Click the "Registration" tab and Select *Register for Conference*
- Select the *Add* buttons to add lunch choices for each day of the Summit (**Be sure to add a lunch selection for each day)**
- If attending the Tuesday evening networking event, select the *Add* button for that event as well
- Select *Next*
- Select *Next* again
- Verify user information for accuracy and select *Next*
- Click the *Submit for Approval* at the bottom of the page
- This will open a new window for the State of Michigan Payment Processing Center
- If a special code has been assigned, enter it at this time and select *Continue*
- If no special code has been assigned for registration, leave this box blank and select *Continue*
- Enter an MCOLES number, if applicable (Law enforcement officers must input MCOLES number), select *Continue*
- Select who is responsible for payment and select *Continue*

  SELECT ONE OF THE TWO OPTIONS FOR PAYMENT:

  1. Michigan State Police employees **MUST** select the *Journal Voucher* option

- Select journal voucher and *Continue*
- Enter your SIGMA coding elements and select *Continue*
- Verify student registrant information and select *Continue*
- Verify the additional information and select *Continue*
- Registration is complete

  2. All other attendees **MUST** select the *Invoice* option

- Select invoice and select *Continue*
- Verify student registrant information and select *Continue*
- Verify the additional information and select *Continue*
- Registration is complete if it reads "*Return to MiTrain*"
- An invoice will be emailed to the address that was provided with this account
- This invoice must be paid within 10 days
- Interagency transfers should be made to Department 551, Appropriation 47750, Unit 4500, Fund 3580, Program Code 451130, Dept. Obj. 6082